



Tanzania Health Promotion Support

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Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministry of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care and social welfare services to all Tanzanians; through strengthening of health and community systems.

THPS is seeking competent, experienced, dynamic and qualified candidates to fill the below positions.

Position Title: VMMC Program Officer
Reports to: Regional VMMC Services Program Coordinator
Location: Kigoma
Project: Afya Hatua (CDC/PEPFAR)

Overall Job Summary:

The Voluntary Medical Male Circumcision (VMMC) Program Officer is required to support both programmatic and in the clinical direction in the implementation and scale-up of Voluntary Medical Male Circumcision (VMMC) activities in Kigoma Region. In collaboration with the Regional VMMC Program Coordinator, He/she will be responsible for overall coordination, capacity building, demand creation, and implementation of VMMC services in line with national and international VMMC standards and guidelines to achieve great target coverage in the Kigoma region. The Voluntary Medical Male Circumcision (VMMC) Program Officer reports to the Regional VMMC Services Program Coordinator.

Roles and Responsibilities:

1. Provide technical support for the implementation of all VMMC activities in the region.
2. Ensure VMMC services follow national, WHO, PERFAR/CDC and Government of Tanzania and THPS protocols, policies, and guidelines.
3. Maintain regular communication with regional and council health management teams (R/CHMTs).
4. Conduct clinical mentorship and supportive supervision to healthcare workers implementing the VMMC services in collaboration with R/CHMTs.
5. Provide technical assistance and organize trainings and deliver training, CME sessions on VMMC quality assurance in collaboration with the regional team.
6. Conduct VMMC demand creation activities in collaboration with local government targeting older men 15-29 years and hard to reach populations.
7. Developing work plan for day-to-day program implementation at the regional and district level including supervision at field level.

8. Contribute in preparation of annual work plans, budgets, performance reports and quarterly reports for VMMC in the region whilst ensuring long term sustainable R/CHMT led VMMC programming.
9. Ensure consistent availability of VMMC supplies, equipment, and consumables for VMMC services in all VMMC services delivery points.
10. Collaborate with M&E team to ensure uninterrupted availability of national VMMC M&E tools, proper documentation at VMMC static and outreach sites.
11. Maintain up-to date statistics and projects data for the Project's performance monitoring and reporting.
12. Intergrate VMMC services with other health services like HIV_ST and non-communicable disease services including other diseases which may arise.
13. Develop regional innovations on VMMC activities implementation and document success stories, case studies, best practices and lessons learnt from the field.
14. Perform other duties as assisted by the supervisor and or organization.

Qualifications, Experience & Skills required:

1. Bachelor's Degree in Medicine, MBBS, or equivalent
2. Have at least 3years of experience working with VMMC PEPFAR-funded HIV/AIDs programs.
3. Experience and a strong track record of VMMC surgical skills in both conventional and color compression device method
4. Experience working with local government authorities including R/CHMTs, other stakeholders, and health facilities.
5. Proven ability to work independently and manage multiple aspects of a program, including planning, implementing, and monitoring program activities
6. Experience managing program budgets, ensuring efficient use of resources, and maintaining financial accountability
7. Familiarity with M&E frameworks and data management to track program progress and outcomes.
8. The ability to lead a team, coordinate activities, and make critical decisions for program success.
9. Analytical Thinker with the ability to assess program challenges, identify root causes, and implement solutions to improve program effectiveness.
10. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and program management software for effective reporting and analysis
11. Strong commitment to upholding ethical standards in public health and medical services, including client confidentiality and safety

Position Title:	Subgrant Officer (1)
Reports to:	Subgrant Manager:
Location:	Pwani
Project:	Afya Hatua (CDC/PEPFAR)

Overall Job Summary:

To focus on all issues related to sub awardees efficient management of THPS funds and to monitor the financial and administrative systems for proper utilization of such funds. S/He will work with Pwani sub grantees and other THPS sub grantees in building their capacity towards compliance and efficiency in managing donor funds including timely reporting. Under the leadership of the Subs Grants Manager s/he will facilitate and coordinate the subs budgeting process and provide ongoing

feedback to the THPS on the implementation of the subs Work Plans and Budgets.

Roles and Responsibilities:

1. Assist in assessing the financial and administrative requirement for the sub awardees.
2. Adapt administrative and financial policies and procedures for the sub awardees which includes; manuals, user guides and templates to be compliant with donor and THPS requirements
3. Provide training and technical support to sub awardees staff to improve administrative and financial systems by using THPS management tools and general management of fund procedures.
4. Be a technical lead in regional subs Annual Planning and Budgeting and work closely with District Managers and Regional managers to ensure close follow up of the program activities.
5. Ensure thoroughly review of the subs expenditure reports to ensure certified reports are free from errors, fraud and comply to THPS, USG regulations or specific donor requirements.
6. Ensure consistent application of THPS financial and administrative policies/standards, as well as donor, and THPS rules and regulations
7. Act as resource person for tracking and monitoring systems, reporting policies and procedures to sub awardees.
8. Ensure that sub awardees provide their reports accurately, completely and on time as per specified deadlines in their sub agreements.
9. Monitoring of sub awardees invoices and advances to and from THPS
10. Provide weekly update to Supervisor on the key progress made during the week, pending issues and actions for next week.
11. Monitor the need for internal and external audits of sub awardees, and manage the audit including all the audit findings as needed
12. Coordinate with THPS finance staff and field finance managers to correct sub awardees account errors and improve payment systems.
13. Train new sub awardees staff on matters related with financial management and perform project financial review
14. Assist in provision of procedures for sub awardees closing by making sure that all steps and regulations are followed properly
15. Work closely with program team to ensure close follow up of the program including planning, monitoring and filling of both the technical and financial reports.
16. Supervise and train the Sub Award Finance Staff in CDC/THPS and USAID rules and regulations and the Financial Reporting.
17. Perform other duties as assigned by supervisor

Qualifications, Experience & Skills required:

1. Degree or Masters in Accounting, Finance, Project Management
2. CPA/ACCA is an added advantage
3. Working with local and international NGOs and R/CHMTs.
4. Donor funding management and reporting requirements including USG funding
5. Experience in auditing is also an added advantage

How to apply:

Interested applicants should send their applications through <https://erp.thps.or.tz/jobs> and attach a CV four pages maximum by **September 30th 2024**. Only shortlisted applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.